

## **OHIO RESPIRATORY CARE BOARD**

### **Application Instructions for Initial License**

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The requirements for a professional license will vary depending upon certain factors; such as, whether you are a new graduate from an in-state or out-of-state program, a non-resident from a licensed or non-licensed state, or an applicant that has not practiced for a long period of time. It is important that you understand the basis from which you will begin your application process.

#### **New In-state Graduates**

New In-state Graduates must take and pass the Certified Respiratory Therapist (CRT) Examination administered by the National Board for Respiratory Care, Inc. (NBRC). The State of Ohio has entered a contract allowing the NBRC to report your pass or fail results to the board. These results are sent by facsimile within one week of the examination date. Therefore, a new in-state graduate does not have to provide the board with direct NBRC verification of passing the CRT examination. When making application, a new in-state graduate will need to provide a complete application and fee, copy of their CRT score report and an official transcript.

#### **New Out-of-State Graduates**

New Out-of-State Graduates must take and pass the Certified Respiratory Therapist (CRT) Examination administered by the National Board for Respiratory Care, Inc. (NBRC). The NBRC will not provide the Ohio Respiratory Care Board verification of passing the CRT examination unless you authorize them to release the report. A verification of NBRC credential letter must be sent from the NBRC. A letter can be requested from the NBRC on their website at:

<https://www.nbrc.org/CredentialedPractitioners/CredentialedMembers>

When making application, a new Out-of-State graduate will need to provide a complete application and fee, copy of their CRT score report, an official transcript, and letter of credential verification from the NBRC (NBRC will mail).

#### **A Non-resident from a Licensed State**

Unless recently credentialed by the NBRC within three years of the initial license application date in Ohio, Non-resident applicant licensed in other states must provide verification of licensing from all states in which a license has been or is held, verification of NBRC credentialing, and verification of graduation from a recognized respiratory care program. If the current licensed state does not require continuing education equivalent to Ohio's requirements (12 contact hours every two years), you may be asked to obtain make-up continuing education. A verification of NBRC credential form must be mailed to the NBRC, who in turn will mail verification of credentialing to the Ohio Respiratory Care Board. The board may also require an official transcript from a recognized respiratory care educational program.

#### **A Non-resident from a Non-licensed State**

Unless recently credentialed by the NBRC within three years of the initial license application date in Ohio, Non-resident applicants from non-licensed states must provide proof of employment in the practice of respiratory care within the last three years, proof of completing at least 12 contact hours of relevant continuing education, verification of NBRC credentialing, and verification of graduation from a recognized respiratory care program. A verification of NBRC credential form must be mailed to the NBRC, who in turn will mail verification of credentialing to the Ohio Respiratory Care Board. The board may also require an official transcript from a recognized respiratory care educational program.

#### **Returning to Practice Applicants**

If unlicensed or unemployed in the practice of respiratory care for more than three years, it is likely that re-certification of the CRT credential through the NBRC will be required. Once the examination is passed, an

application may be filed. A copy of the NBRC score report, verification of the original NBRC credential, official transcript, and verification of any prior state licenses is required.

Section 4761.051 of the Ohio Revised Code requires those applying for a license or a limited permit issued by the Ohio Respiratory Care Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigation (FBI). To have both of these criminal records checks completed, you must submit fingerprints and fees directly to BCI&I either by using a fingerprint card supplied by BCI&I or by using a "Web Check" electronic fingerprinting company (only available in the State of Ohio) that will submit your fingerprints electronically to BCI&I.

### **Instructions for Individuals Residing in Ohio or Within 50 Miles of Ohio**

Applicants residing in Ohio or within 75 miles of Ohio are required to utilize "WebCheck" to electronically submit their fingerprints to BCI&I. Web Check electronic fingerprints will typically take 7 – 10 days to process. In addition to the \$22 BCI&I fee and the \$24 FBI fee, the electronic fingerprinting company or law enforcement agency may charge an additional processing fee. Request that the criminal records check be sent directly to: Ohio Respiratory Care Board, 77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215. A complete list of Web Check sites is available online, arranged by County, at

<http://www.ag.state.oh.us/business/fingerprint/data/index.asp>.

**Important:** Locations designated BCI&I and FBI will perform both background checks. If this notation is not present, the location will only perform a BCI&I check, which will be rejected by the Board.

### **Instructions for Completing the Process**

1. Identify a "Webcheck" vendor that participates in the National Webcheck (BCI&I and FBI).
2. Submit your fee directly to the "Webcheck" vendor.
3. Request both BCI&I and FBI criminal background check
4. Request that the criminal background results be sent to: Ohio Respiratory Care Board, 77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215.
5. Reason Fingerprinted: Required for licensing/permit ORC 4761.051.
6. Code - 1AB002 (if requested)

### **Instructions for Non-Residence More Than 75 miles from Ohio**

Non-residents living more than 75 miles from Ohio are directed to obtain fingerprints submitted by card (called "rolled" prints because they are ink based). You must telephone the Board to obtain two cards. Rolled Prints will take longer to process and additional delays can occur due to poor fingerprint quality, resulting in unreadable prints. The Board directs applicants using a fingerprint card to take the fingerprint cards to their local law enforcement where a qualified person can take your prints. You will need valid identification to complete the fingerprint card. Your local law enforcement may charge a processing fee in addition to the fee required by the BCI&I and the FBI.

1. Call the Board to obtain two cards for filing (one for BCI&I and one for the FBI).
2. Complete and send BOTH cards to the BCI&I. BCII will process the "Civilian Background Check" and will forward the other card to the FBI for processing.
3. Complete all the information above the solid blue lines in **BLACK INK**.
4. Write clearly, unreadable cards will be rejected.
5. Do not alter the cards or boxes. **Do not fold or bend card when mailing.**
6. Each card requires a separate cashier's check or money order (personal checks are not accepted). Make cashier's checks and money orders payable to "Treasurer, State of Ohio." Submit \$22.00 for the BCI&I Civilian Background Check and \$24.00 for the FBI background check.
7. For the FBI: Employer and Address: Ohio Respiratory Care Board, 77 South High Street, 16<sup>th</sup> Floor, Columbus, Ohio 43215; Reason Fingerprinted: Required for licensing/permit ORC 4761.051; Your No. OCA 1AB002; Race: W (White); B (Black); A (Asian); I (American Indian/Alaskan Native American); or U (Unknown); Eyes BLK (Black); BLU (Blue); BRO (Brown); GRN (Green); GRY (Gray); or XXX (Unknown).
8. Send the cards and fee to BCI&I, c/o Special Requests Desk, P.O. Box 365, London, Ohio 43140 (740845-2375).

## Completing an Application

**Please read these instructions carefully. Incomplete applications will be returned!**

- STEP 1** Complete all sections in BLUE or BLACK ink. DO NOT use pencil. If a section does not apply, please mark N/A.
- STEP 2** Sign and date the application.
- STEP 3** Have application **Notarized**.
- STEP 4** Mail the application, documentation and fees to the following address:

**Ohio Respiratory Care Board  
77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108**

### ◆ DOCUMENTS WE NEED FOR:

#### YOUR LICENSE

- ▶ Application
- ▶ Initial fee and renewal fee, **if required**
- ▶ Official Transcript(s)
- ▶ NBRC Credential Verification Letter - See PART E Below
- ▶ Copy of NBRC Score Report - If Available
- ▶ State License Verification(s)
- ▶ Certified Court Documents - If Applicable
- ▶ Proof of R.C. employment and continuing education – If Applicable

### ◆ HOW TO COMPLETE THE APPLICATION

Most sections on the application are self-explanatory. Those that may need some explanation are discussed below.

- PART A** Mailing address is where you would like mail to be sent. Permanent address may be the same as your mailing address or different if you have a permanent residence elsewhere.
- PART B** This section must be complete, including zip codes, counties, and dates of employment. Use extra paper if necessary
- PART C** To review the qualifications for a license or limited permit, read O.R.C. Section 4761.04 or 4761.05 and O.A.C. rule 4761-5-04 or 4761-6-01. To qualify for a license, you **must** pass a recognized examination (Read O.A.C. 4761-5-01). Initial licenses will expire on June 30 of each even year, regardless of the original issue date. License fees are prorated based on the period of time remaining before biennial expiration. Between January 1st and June 30 of an even year (i.e. between Jan. 1, 2004 and June 30, 2004), initial applicants must also submit a renewal fee.

We accept only checks or money orders. **DO NOT SEND CASH.** Make checks payable to the **Treasurer, State of Ohio**. *All fees are non refundable.*

- PART D** Read O.A.C. rule 4761-4-01. If you are a graduate of a recognized respiratory care educational program, you **must** have an "official transcript" mailed to the board by the educational institution. If you are a student, you **must** submit a "Verification of Education Form".

**Note:** After August 1, 1997, you **must** have an associate degree with a major in respiratory care or equivalent to qualify for a license. This requirement may be waived under O.A.C. 4761-5-04 if you hold a registered respiratory therapist credential issued by the NBRC, or you hold a certified respiratory therapist credential issued by the NBRC and can show proof of employment as a respiratory care provider in a hospital for no less than twenty-five hours per week for a period of no less than five years, or you graduated from a board-approved respiratory care program prior to August 1, 1997. Call us if you need clarification.

- PART E** Read O.A.C. rule 4761-5-01. After 1990, the board maintains a listing of all persons that were residents of the state of Ohio and who passed a recognized NBRC or Ohio examination. All other applicants for licensure **must** have the NBRC send a credential verification letter. This letter can be requested from the NBRC on their website: [www.nbrc.org](http://www.nbrc.org).

Pursuant to O.A.C. rule 4761-5-01, the Ohio board only recognizes acceptable examinations for a period of three years following the examination date. If you passed an acceptable examination, but the examination date was more than three years before your date of application for an Ohio license, you **must** provide documentation that supports continued recognition of your examination. Supportive documentation may include:

- (1) proof of acceptable employment in the practice of respiratory care within three years prior to the date of application for an Ohio license and proof of successful completion of at least twelve (12) hours of relevant continuing education; or

(2) proof of valid licensure in a state that requires continuing education hours at least equivalent to those required in the State of Ohio. If you cannot provide proof of taken a recognized examination within three years of the date of initial application or provide proof of meeting one of the examination waivers, you may be required to re-take the entry-level certified respiratory therapist examination offered by the NBRC.

**PART F** Answer all questions. To qualify for a license or limited permit in Ohio, you are required to establish proof of good moral character.

◆ **FINAL NOTE**

The aforementioned instructions briefly review the documentation requirements needed to process your application. Qualifications for a license or limited permit, including the specific recognition of examinations or education programs are completely covered in the laws and rules regulating the practice of respiratory care in Ohio. The board strongly encourages all applicants to read the law and rules before submitting a fee and completing this application.